



Administrative Report

H.8., File # 20-1415

Meeting Date: 10/6/2020

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, PUBLIC WORKS DIRECTOR

TITLE

APPROVE A THREE-YEAR AGREEMENT WITH EXCELSIOR ELEVATOR CORPORATION TO PROVIDE ELEVATOR MAINTENANCE SERVICES FOR A TOTAL COST NOT TO EXCEED \$123,189, FOR THE TERM OF OCTOBER 6, 2020 TO OCTOBER 5, 2023

EXECUTIVE SUMMARY

Approval of this item would award a three-year agreement to Excelsior Elevator Corporation to provide maintenance services for the City's ten elevators. The annual cost for services would not exceed \$41,063, which is a 1% decrease from the cost of the current agreement. The total not-to-exceed amount for the three-year term would be \$123,189.

BACKGROUND

The City's current five-year agreement with Excelsior Elevator Corporation to maintain elevators at 10 City facilities expired on October 5, 2020. On September 14, 2020, the Financial Services Department, on behalf of the Public Works Department, solicited proposals for a new three-year agreement. Responses to RFP #2021-001 were as follows:

- Excelsior Elevator Corporation: \$41,063
- EnPro Elevator Inc: \$50,230
- Elevators Etc: \$51,029
- Specialized Elevator Services: \$55,715
- Next Level Elevator: \$59,279
- Amtech Elevator Service: \$71,280

The figures shown above are annual not-to-exceed costs, including a 10% contingency. In evaluating the proposals, the following criteria were considered:

- Qualifications/experience
- Product quality
- References
- Cost

After reviewing all proposals, the Public Works Department concluded that the one submitted by the current provider, Excelsior Elevator Corporation, presents the most favorable combination of the

evaluative criteria. The company has provided quality, reliable services to the City for the last five years and their proposed pricing is 22% cheaper than the next lowest vendor.

The proposed three-year agreement would begin on October 6, 2020, and end on October 5, 2023. The City would have the option to extend the agreement for an additional two years with terms to be negotiated. The annual not to exceed cost of \$41,063 is 1% cheaper than the expiring agreement.

COORDINATION

The Public Works Department coordinated this item along with the Financial Services Department. The City Attorney's office prepared and approved the agreement as to form.

FISCAL IMPACT

The annual cost for elevator maintenance services would not exceed \$41,063, including a 10% contingency. The total cost for the three-year term of the agreement would not exceed \$123,189. Funding for the agreement is available in the Public Works Department's annual operating budget.

Funding:

Building Occupancy Fund	\$24,637
Harbor Tidelands Fund	\$4,928
Harbor Uplands Fund	<u>\$11,498</u>
Total	\$41,063

Expenditures:

Excelsior Elevator Corp.	\$41,063
Total	<u>\$41,063</u>

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

- Agreement